GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

Home Department – Revised apportionment of (40) posts of Assistant Administrative Officer (AAO) in the context of restructuring of Districts/Units – Orders – Issued.

HOME (SERVICES-III) DEPARTMENT

G.O.RT.No. 1845 Dated: 05-12-2025

Read the following:

1. G.O.Rt.No.676, Home(Ser.III) Department, dated 13.07.2020.
2. From the DGP, AP., Lr.Rc.No.124/Plg.1/2018, dated 22.09.2020.
3. Govt. Memo.No. 779292/Ser.III/A1/2018, Dated. 21.09.2022 & Dated.24.07.2025.
4. From the Director General of Police, A.P, Mangalagiri Lr.Rc.No.124/Plg-1/2018-25, dated:09.10.2025.

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ORDER:

In the reference 1st read above, Government have created Forty (40) Posts of Assistant Administrative Officer (A.A.O) cadre below the rank of Administration Officer in lieu of surplus posts of Police Department in the ranks of Typist/Jr.Steno etc., in Districts / Units as mentioned in the Annexures I, II, III, subject to certain conditions.

2. In the reference 2nd read above, the Director General of Police, Andhra Pradesh, Mangalagiri, has requested the Government, to apportion above (40) posts of Assistant Administrative Officer among the Districts/Units as mentioned in Annexure –I and revised list of surrendered posts of Typists and Jr.Stenos as shown in Annexure –II, in view of the administrative convenience.

3. In the reference 3rd read above, the Director General of Police, Andhra Pradesh has been requested to furnish the revised proposals in the context of Restructuring of Districts & Police Units since the Annexure-I & Annexure-II pertains to old Police Units, without changing the revised apportionment of (40) Assistant Administrative Officers posts sanctioned in the G.O. 1st read above.

4. In light of the restructuring of Districts and Police Units, and with a view of administrative convenience, the Director General of Police, Andhra Pradesh vide letter 4th read above, has proposed a revised apportionment of the forty (40) posts of A.A.O among the various Districts and Units, as detailed in Annexure-I and list of surrendered posts of Typists and Jr. Stenographers remains unchanged as Annexure-II. Additionally, the distribution of subjects and responsibilities between the posts of Administrative Officer and Assistant Administrative Officer has been detailed in Annexure-III and requested the Government to issue necessary orders.

5. The Government after careful examination of the proposal, hereby accord permission for shifting the sanctioned AAO posts (9) i.e. from Battalions(8)+SARCPL(1) to Range Offices(5)+O/o DGP(2)+O/o IGP, Railways(1), Coastal Security(1) as mentioned in Annexure – I, without any additional financial implication, for administrative convenience and smooth functioning of the Department and approval is given for following:

a) The revised apportionment of Assistant Administrative Officer posts among the Districts/Units **(Annexure-I)**,

b) The list of surrendered posts of Typist and Junior Stenographer remains unchanged shown in **(Annexure-II)**, and

c) The distribution of subjects and responsibilities between the posts of Administrative Officer and Assistant Administrative Officer has been detailed in **Annexure-III**.

(P.T.O)

6. The Director General of Police, A.P., Mangalagiri shall take further necessary action accordingly, in the matter.

7. This order is issued with the concurrence of the Finance (HR.II) Department, vide their U.O.No.FIN01-FMU0PC/18/2019-FMU-HC (785819), Dated.24.11.2025.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

KUMAR VISHWAJEET
PRINCIPAL SECRETARY TO GOVERNMENT

To
The Director General of Police, Andhra Pradesh, Mangalagiri (w.e).
Copy to:
The Andhra Pradesh Police Ministerial Staff Association, Vijayawada.
The Pay & Accounts Office, Vijayawada.
The OSD to Minister (Home).
The P.S. to the Prl. Secretary to Government (Home).
The P.A to the Spl. Secretary to Government (Home).
SF/SCs.

//FORWARDED::BY ORDER//

SECTION OFFICER

ANNEXURE-1

Sl.No.	Name of the Unit	A O	AAO	
			Existing	**Proposed**
1.	O/o DGP, AP	1	**6**	**8**
2.	Srikakulam	1	1	1
3.	Vizianagaram	1	0	0
4.	Anakapalli	1	0	0
5.	ParvathipuramManyam	0	1	1
6.	Alluri Seetarama Raju (Paderu)	0	1	1
7.	VSP City Police Commissionerate	1	1	1
8.	Kakinada	1	0	0
9.	East Godavari (Rajahmundry)	1	1	1
10.	Konaseema (Amalapuram)	0	1	1
11.	Eluru	1	0	0
12.	West Godavari (Bhimavaram)	0	1	1
13.	Krishna	1	1	1
14.	NTR Vijayawada Commissionerate	1	1	1
15.	Guntur	1	1	1
16.	Palnadu (Narasaraopet)	0	1	1
17.	Bapatla	1	0	0
18.	Prakasam	1	1	1
19.	Nellore	1	1	1
20.	Kurnool	1	0	0
21.	Nandyal	0	1	1
22.	YSR Kadapa	1	0	0
23.	Annamayya (Rayachoti)	0	1	1
24.	Ananthapuramu	1	0	0
25.	Sri Satya Sai (Puttaparthy)	0	1	1
26.	Chittoor	1	1	1
27.	Tirupati	1	1	1
28.	PTO	0	1	1
29.	Greyhounds	1	1	1
30.	Communications	1	1	1
31.	PCS&S	0	1	1
32.	CID	0	1	1
33.	O/o the IGP, Guntur Range	0	**0**	**1**
34.	O/o the DIG, Visakhapatnam Range	0	**0**	**1**
35.	O/o the IGP, Eluru Range	0	**0**	**1**
36.	O/o the DIG, Kurnool Range	0	**0**	**1**
37.	O/o the DIG, Ananthapuramu Range	0	**0**	**1**
38.	FSL	1	0	0
39.	SRP, Vijayawada	1	0	0
40.	SRP,.Guthakal	1	0	0
41.	APSP, HQ	1	0	0
42.	PTC, Vizianagaram	1	0	0
43.	PTC, Ongole	1	0	0
44.	PTC, Ananthapuram	1	0	0
45.	PTC, Tirupati	1	0	0
46.	Octopus	1	1	1
47.	SAR CPL	1	**1**	**0**
48.	1st Bn, Srikakulam	1	0	0
49.	2nd Bn., Kurnool	1	**1**	**0**
50.	3rd Bn., Kakinada	1	**1**	**0**
51.	4thBn, Rajamahendravaram	1	0	0
52.	5th Bn., Vizianagaram	1	**1**	**0**

53.	6th Bn., Managalagiri	1	**1**	**0**
54.	7thBn, Ongole	1	0	0
55.	8thBn, Chittoor	1	0	0
56.	9th Bn., Venkatagiri	1	**1**	**0**
57.	11th Bn., Kadapa	1	**1**	**0**
58.	14th Bn., Tadipatri	1	**1**	**0**
59.	16th Bn., VSP	1	**1**	**0**
60.	APPA	0	1	1
61.	O/o IGP, Coastal Security VSP	0	**0**	**1**
62.	O/o ADGP / IGP Railways	0	**0**	**1**
63.	SIT	1	**0**	**0**
64.	Police Complaint Authority	5	**0**	**0**
	Total	49	**40**	**40**
65.	**Eagle (Newly Established)**	1	**1**	**1**
Grand Total		50	**41**	**41**

KUMAR VISHWAJEET
PRINCIPAL SECRETARY TO GOVERNMENT

Annexure-II

Sl.No	Name of the Unit	All Units in the Typists and Jr.Stenos vacancy Position		
		Typists	**Jr.Stenos**	**Total**
1	Chief Office	5	2	7
2	Srikakulam	3	1	4
3	Vizianagaram	2	2	4
4	Visakhapatnam (R)	2	0	2
5	Visakhapatnam (C)	2	0	2
6	East Godavari	2	0	2
7	Rajahmundry (U)	0	0	0
8	West Godavari	2	0	2
9	Krishna	2	0	2
10	Vijayawada (C)	6	1	7
11	Guntur Rural	4	0	4
12	Guntur Urban	0	0	0
13	Prakasam	2	1	3
14	Nellore	5	0	5
15	Kurnool	2	0	2
16	Kadapa	3	0	3
17	Anantapur	2	0	2
18	Chittoor	2	1	3
19	Tirupati Urban	0	0	0
20	SARCPL	1	0	1
21	PTO	2	1	3
22	Octopus	0	0	0
23	Greyhounds	3	0	3
24	Communication	3	1	4
25	APPA	0	0	0
26	Tech&PCS	1	1	2
27	CID	3	9	12
28	2nd Bn., Kurnool	1	0	1
29	3rd Bn., Kakinada	1	0	1
30	5th Bn., Vizianagaram	0	1	1
31	6th Bn., Managalagiri	2	0	2
32	9th Bn., Venkatagiri	1	0	1
33	11th Bn., Kadapa	1	0	1
34	14th Bn., Tadipatri	0	1	1
35	16th Bn.,VSP	0	0	0
Total		**65**	**22**	**87**

KUMAR VISHWAJEET
PRINCIPAL SECRETARY TO GOVERNMENT

Annexure - III

Allocation of Subjects between AO& AAO

AO – Administrative Officer.

Competent authority	Subject
AO	1) Establishment matters relating to appointments, promotions etc. 2) Court matters i.e., Original Applications (O.As)/Writ Petitions (W.Ps)/ Revision Petitions (RPs) filed in APAT/High Court etc., on service matters. 3) Maintenance of Seniority lists of all categories. 5) Transfer of Armed Reserve to Civil Police. 6) Conversion and Transfer of APSP to AR (Armed Reserve) 7) Maintenance of Communal Rosters: - Separate Communal Rosters are maintained for Civil, AR (Men & Women) and Ministerial staff and Class-IV employees Category Wise. 8) Seniority Lists: - The seniority lists of Junior Assistants (J.As.), Typists, ARHCs, ARPCs, Civil PCs, HCs and Women PCs (WPCs) have to be prepared every year and communicated to all concerned. 9) Appointments made during the year : Compassionate Appointment made/ pending during year, proceedings, of the District Collector concerned and those pending with the District Collectors have to be compiled. 10) Process of sanction of increments to all categories. 11) Sanction of Pay fixation of all ranks. 12) Appointment to Special Grade Post (after 6 years), Special Promotion Posts – IA (12 Years), IB (18 Years) and Special Promotion Post – II (24 years) to all employees. 13) Fixation of Pay in the Special Grade Post, Special Promotion Posts – IA, IB and Special Promotion Post – II to all employees. 14) Re-grant of Annual increments to all employees. 15) Rough Increment Register : Register is maintained showing the dates of increments to be sanctioned to the Police officers, Men, Ministerial Staff and Class-IV employees. It is maintained month wise. Annual increments have to be sanctioned to all eligible personnel every month regularly. 16) Uniform Allowance : As per G.O.Ms.No.130, Home dated: 17.04.2010, the Uniform allowance shall be drawn and paid to all the officers along with the pay bills in the month of March payable in the month of April. Uniform allowance for all eligible personnel has to be sanctioned for the financial year by the Unit Officer. 17) Automatic Advancement Scheme As per G.O.Ms.No.96, Finance (Pay Commission – II) Dept, dated: 20-05-2011, the Automatic Advancement Scheme number of years of services were changed from 8, 6, 24 years to 6, 12, 18, 24 years. The Special Grade Increments have to be sanctioned to all eligible Police personnel, Ministerial Staff and Class IV employees regularly. 18) Leave Rolls 19) Sanction of Surrender Leaves (SL) /Addl. Surrender Leaves (ASL) 20) Annual Verification of Service Registers 21) Maintenance of D.O. Book. 22) PPT (Physical Proficiency Test) and Health data A (Fit), B (moderately fit), C (unfit) updation (PSO 967 (4)). 23) Pending Leave Rolls (Sick / medical leave etc.) 24) Pending Earned Leave / Paternity Leave / Maternity Leave Currents (i) Year- (ii) No. of applications (iii) No. of Applications Disposed (iv)Pending. 25) Desertion Cases

	26) Annual Service Verification :- The Annual Service Verification for the year ending March has to be completed and the verification for the succeeding year is to be commenced. 27) Pension and Gratuity 28) Family Pension 29) Maintenance of Superannuation Register / Voluntary / Compulsory retirement / Medical 30) Medical Invalidation Pension. 31) Anticipatory Pension 32) Contributory Pension Scheme (Statement) 33) Death of Police personnel while in service and Legal heir Registers have to be maintained according to the receipt of pension applications DCRG (Death Cum Retirement Gratuity) and Commutation pension 34) Contributory Pension Scheme (C.P.S): Number of Police Personnel appointed will come under the C.P.S. as per the G.O.Ms.No.655, Finance (Pension. I), Dept, Dated 22.09.2004 and all of them have to be enrolled and CPS amount has to be recovered from their salaries regularly 35) All Major and Minor Punishment Rolls, Oral Enquires and Suspensions 36 All Appeals/Revision/Mercy petitions relating to Major and Minor Punishments 37) Proposals for new Police Stations and establishments pending with chief office or Government. 38) Renewal of Temporary sanction of all posts (GOs to be obtained from time to time for continuation). 39) Trainings and annual physical fitness tests grading A(fully fit), B (moderately fit), C (unfit) and putting list of B, C to SsP/CsP for further action. 40) Rewards: Meritorious Service Entry, Good Service Entry, Cash rewards. (MSE,GSE,CASH) 41) Transfer of S.Is, ASIs, HCs and PCs 42) District Transfer of HCs/PCs 43) Probation of all ranks except PCs (Statement 12 & 12A). 44) Deputation of all ranks to other units. 45) Monthly reports of all PCs / HCs/ ASIs / SIs (PSO 111-2) 46) All minor punishments 47) Recruitment of PCs 48) Probation declaration of PCs (Statement 14) 49) Pay protection of PCs 50) No objection certificates to the PCs. 51) Attendance to the administrative grievances of District Police Personnel. **a.** Attendance to the administrative grievances of District Police Personnel. An opportunity has been given to district police personnel to express their administrative grievances directly to the Unit Officer through VHF Set conference on every Friday. The DPO staff will attend them, solve grievances and give compliance to Unit Officer besides transmitting the same copy to the concerned. **b.** Public Grievances Redressal deny : Every Monday in a week is earmarked as a “public grievances day”. The SsP / SsRP/CsP have to be in PHQ (Police head quarters) to attend to the Public grievances and sort out matters with the concerned Police Officers / Administrative Officer of DPO, Spandana and other Government related grievances if any. 52) Sanction of General Provident Fund / Temporary Advance, Part Final with drawl to the extent of competency. 53) All petition currents except those of SCs & STs (Personal Register to be maintained) 54) Chief Minister’s Peshi Petitions 55) State HRC Petitions 56) State Legal Services Authority SLSA / District Legal Services Authority DLSA / Petitions sent by VIPs

	57) Medals and Pathakams 58) Measures taken to liquidate pending currents. 59) Inspections and charge Transfer Certificates of transferred officers (form 26A) 60) Correspondence relating to Gun Licenses, Explosive Licenses and other Acts 61) Miscellaneous Subjects. (Year, total number of currents received, no. of reports received and disposed no. of compliance reports awaited) Block reminders in respect of pending Irs/General currents have to be issued to all the concerned every month regularly and also the same has to be reviewed in monthly crime meeting by the Superintendent of police / DCP / Addl. Superintendent of Police, to liquidate the pendency . 62) Monthly written tests of PCs/HCs/ASIs conducted by SHO. 63) RTI Act 2005 64) Movable and immovable property returns and allied correspondence. Recruitment and other service related issues like re-enrolment, transfers etc., pertains to Home Guards Organisation Any other duties and responsibilities that are entrusted from time to time by the Addl. Superintendent of Police (Admn), Superintendent of Police and other higher officers. 65) Execution of contracts and other instruments for the purchases, supply, conveyance or carriage of building materials, stores, machinery, furniture, office expenses and its repairs etc.,

AAO – Assistant Administrative Officer.

Competent authority	**Subject**
AAO	**He will act as DDO**
AAO	1) Fidelity Guarantee Bonds in respect of all Superintendents, the particulars of their fidelity guarantee bond to be furnished (in Statement No.5). 2) Audit reports of A.G.AP, Hyderabad 3) Internal Audit by Chief Office As per G.O.Ms. No. 34 dated: 23.01.1989 and G.O.Rt No. 1416, Finance and Planning Department dated: 01.07.1997 it is the responsibility of the Accounts branch of the Head of the Department to conduct internal audit of Regional Office, District Office, Unit Officers etc., periodically at least once in a year and furnish a report to AG Office. 4) Punitive tax. 5) The following books have to be maintained by him. 1.U.D.P. Cash Book 2. D.D.O. 3. Main Cash Book Permanent Advance under contingencies Cash Book. 4. Dist. Police Welfare Fund Cash Book 5. Sports Fund Cash Book. 6. Education Fund Cash Book 7. Widow Fund Cash Book 8. Band Fund Cash Book 9. Commemoration flags fund cash book. 10. Passport applications process charges cash Book 6) The Cash books are checked regularly by the Administrative officer. Maintenance of NGF cash books / checking of cash books of NGF if maintained by others. 7) Maintenance of TA check registers of TA Bills 8) Drawl of T.A. Bills of all Gazetted officers 9) Drawl of T.A. advance and Transfer T.A. Advance. 10) Maintenance of T.A. Advance Register 11) Drawl of L.T.C. (Leave Travel Concession)and Home Town T.A. bills

	12) Scrutiny, drawl and auditing of T.A. Bills relating to certain Circles. 13) Preparation of Treasury Reconciliation statement. 14) Scrutiny drawl and auditing of T.A. Bills some of the Sub-Divisions, claiming of Police Bus Warrant Bills, Widow Fund, Sports Fund and Education Fund recoveries from the pay bills of Police personnel, officers and staff every month. A separate Register has to be maintained for Bus Warrant Bills. Details of Bus Warrant bills (i.e., passed, audited and pending audit) are to be furnished in the Statement No.19. 15) B4 Seat deals with T.A. Bills pertaining to some of the Sub-Divisions, SB, DCRB, Special Units and office staff of DPO 16) Budget related correspondence. 17) Police Buildings – Correspondence with A.P.S.P.H.C. Ltd. 18) Abstract Contingency Bills (ACB) and Detail Contingency Bills (DCB) 19) 131 Telephones, 133-Electrical charges, 140 House Rents, 300 Other Contractual Services. 20) Huzur Treasury Bill Register : All the budget and non budget (Plan/ non plan) bills are entered with register and numbered, and all entries in connection with bill amount and date of encashment are posted and updated promptly. 21) DDO Account Cash Memo book : Of District Armed Reserve (DAR) and District Training Centre (DTC) Monthly non government recoveries such as Bhadratha, Aarogya Bhadratha, Sports fund, Widow fund etc., from the salaries of officers and men are sent to the Chief office promptly. 22) Scrutiny of TA Bills 23) Contribution of funds to the bereaved family members of deceased police personnel. 24) Preparation of pay bills with the long roll of office staff & Long Roll-9 1. Preparation of monthly pay bills with the assistance of pay section staff. 2. Maintenance of pay advance register. 3. Issue of Last Pay Certificates. 4. Recording particulars of D.Os in Long Rolls. 5. Drawl of Pay fixation of all ranks on promotions & its arears. 6. Maintenance of Arrear Claim Register. Monthly pay bills of all categories have to be prepared and presented at the Huzur Treasury, well in advance. They have to be en-cashed on the first working day of the month and the salaries have to be credited to individual accounts through Banks. 25) Preparation of the pay bills with the long roll of Vol.I. 26) Drawl of SLS (Surrender Leave Salary) and ASLS (Addl. Surrender Leave Salary) of all ranks. 27) Drawl of Regular Surrender leave S.L.S. 28) Income Tax : For the current financial year Income Tax has to be calculated in respect of all employees who come under purview of Income Tax and the same will have be recovered in three instalments from their pay of December, January and February will have to be credited to the head of Income tax 29) Preparation of pay bills with the long roll of Vol-2. 30) Drawl of General Provident Fund / Temporary Advance, Part Final with drawl and Final with drawl and GPF Schedule. 31) GPF Bill Register 32) Death Cases. 33) Retired Cases. 34) GPF Bill Register: Bill register is maintained for drawl of 1) GPF. Temp. Adv., 2) PFW 3) FW 4) Booster Scheme. 35) Maintenance of GPF subscribers list 36) Preparation of pay bills with the long roll of Vol-3. 37) Sanction of House Rent Allowance, Festival Advance/SFA, House Building Allowance, Marriage Advance

	38) House Rent Allowance : Addl. HRA at the rate of 8% of basic pay is being sanctioned (limited to a maximum of Rs.1000/-pm) in addition to the normal HRA at 20% of pay in some municipal towns, 12% to those working in the Moffusil areas and 14.5% at some towns (as per G.O.Ms.No.48, Finance (HR.V-PC.I) dept, dated : 30.04.2015 as provided in the revised pay scales of 2015). 39) Preparation of pay bills with the long roll of Vol.4 40) GIS and Family Benefit Fund (FBF) of retired and deceased personnel of Executive and Ministerial Staff. 41) Recovery of LIC salary saving scheme etc. 42)Corpus Fund, Postal Life Insurance Pay Work and preparation of Pay Bills with Long Roll Vol.5. every month. 43) Preparation of Pay Bills with the long roll. 44) Preparation of all arrear Supplementary bills 45) Preparation of pay bills with the long roll of Vol.6 46) APGLI and other correspondence. 47) Sanction and drawl of Education Advance / Educational Concession for all categories. 48) Reimbursement of Education fee. 49) Medical Reimbursement charges 50) Preparation of pay bills with the long roll of Vol.7 51) Bhadratha and Arogya Bhadratha Scheme (Ref: Chapter 20 of APPM Part –I Vol-I) 52) Bhadratha Loans (Personal loans Computer loans and marriage loans) 53) Settlement of final amount of Bhadratha on retirement and death cases 54) Maintenance of long roll No.8 55) Financial related issues like wages bills, insurance claims, medical claims etc, pertains to Home Guards Organisation. 56) Drawl of budgetary bills relating to purchases, supply, stores purchases, machinery, furniture, office expenses and repairs etc. 57) Any other duties and responsibilities that are entrusted from time to time by the Admn. Officer, Addl. Superintendent of Police (Admn), Superintendent of Police and other higher officers.

KUMAR VISHWAJEET
PRINCIPAL SECRETARY TO GOVERNMENT